

DOM CHAPTER 5, ARTICLE 13 — CALPIA INMATE HIRING REQUIREMENTS AND PAY

Revised April 2, 2013

51121.1 Policy

Penal Code (PC) Section 2801 provides for the creation and maintenance of working conditions within CALPIA's enterprises. This includes a hiring requirement exclusively utilized to govern the employment of inmates assigned to CALPIA work/training programs.

Section 2811 specifies that the General Manager adopt and maintain a compensation schedule for inmate workers of the California Prison Industry Authority (CALPIA). Such compensation shall be in accordance with a graduated pay schedule based on quality and quantity of work performed and skill required for its performance. The statutory limitation is one-half the minimum wage provided for by the Labor Code (LC) Section 1182.

51121.2 Purpose

The procedure establishes the process for CALPIA inmate hiring, pay reductions and dismissal from CALPIA work programs. This procedure also establishes guidelines for uniform interpretation, application, and administration of the CALPIA inmate pay plan.

51121.3 CALPIA General Work Expectations

All inmates assigned to CALPIA work programs are to adhere to general work expectations. The Prison Industries Superintendent I and II are responsible for supplemental (specific) work expectations related to industry type. CALPIA work expectations include but are not limited to:

- Follow all instructions given by the supervisor.
- Know and follow all work place rules and regulations.
- Safety is a priority. The use of personal protective equipment, as required in designated areas, is mandatory. Training is required prior to the use of any tool or operation of equipment. The supervisor must be informed immediately, if a danger is perceived or present.

51121.4 CALPIA Inmate Worker Hiring Requirements

CALPIA shall fill vacant job/training positions based on the following factors:

- Skill - Demonstrating expertise of technical skills and knowledge.
- Ethnic Balance - Parity should be maintained with the institution's yard ethnic breakdown.
- Behavior - Relationship with others. Demonstrates ability to deal with authority figures, job supervisors, and other inmates.
- Attitude/Adaptability - Demonstrating willingness to learn, take directions, and orders.
- Work Habits - Punctuality, dependability, care of equipment, and safety practices.
- Formal Education/Training. Preparation for work and the ability to read, write, and speak effectively.
- The ability to perform the essential functions of the program, with or without reasonable accommodations.

Definitions of inmate worker skill levels are as follows:

Clerical

- Special Skills:
 - Lead clerk who has the most responsible clerical position in administration, factory, farm, office, or warehouse.
- Technicians:
 - Lead clerk of a section or an operating unit of the facility whose supervisor does not have a civil service typist.
- Semi-skilled:
 - Lead clerks whose positions require less responsibility and skill than the above classifications, or who are working with clerks of higher classifications.

- General clerical positions.

Trades

- Special Skills:
 - Set up and layout men who are responsible for guiding products through production lines or are responsible for the operation of many complex machines.
 - Mechanics and craftspersons who are responsible for difficult and technical work and have only limited or intermittent supervision. Assist in training other inmates.
- Technicians:
 - Journeyperson mechanics, craftpersons, Inspector IIs, and heavy equipment operators who have only intermittent supervision.
- Semi-Skilled:
 - Apprentice mechanics, Inspector Is, medium equipment operators, and medium machine operators.
 - Lead floor persons who assist in the training of laborers.
- Laborers:
 - Janitors.
 - Trainees.

Farm Workers

- Special Skills:
 - Herdsmen and licensed pasteurizers.
- Technicians:
 - Milkers.
- Semi-Skilled:
 - Persons in farming, animal production, and animal husbandry.
- Laborers:
 - Farm/barn crew or entry level position to CALPIA.

51121.4.1 Minimum Intake Requirements

Inmates applying for a job or an apprenticeship/training position with CALPIA should have a minimum of two (2) years and a maximum of five (5) years from their Earliest Possible Release Date (EPRD), on the date of application.

Exemption: Institution Wardens and/or CALPIA Administrator/Lead Managers with transient populations where inmate availability deficiencies are statistically substantiated by virtue of individual missions must obtain a written waiver authorization from CALPIA General Manager annually. Institutions which receive this authorization will be allowed to utilize the following alternate intake requirement:

Inmates applying for a job or an apprenticeship/training position with CALPIA should have a minimum of two (2) months and a maximum of 60 months from their Earliest Possible Release Date (EPRD), on date of application.

Eligible inmates must possess a Test of Adult Basic Education (TABE) score of 9.0 prior to assignment. Additionally, assigned inmates will have to complete their GED or High School diploma within two years of initial CALPIA assignment. Failure to obtain GED equivalences or High School diploma may result in the inmate's immediate un-assignment from CALPIA.

Exemption: Institution Wardens and/or CALPIA Administrator/Lead Managers, with populations where inmate educational levels do not meet manpower needs, must obtain a written waiver authorization from CALPIA General Manager annually. Institutions which receive this authorization will be allowed to utilize the following alternate intake requirement:

- Eligible inmates should possess TABE score of 7.0 prior to assignment to a CALPIA position. Additionally, assigned inmates will have to complete their GED or High School diploma within two

years of initial CALPIA assignment. Failure to obtain GED equivalences or High School diploma shall result in the inmate's immediate un-assignment from CALPIA.

- Americans with Disabilities Act of 1990 (ADA) Exemption. Institution Wardens and/or CALPIA Administrator/Lead Managers will make a good faith effort and may accommodate disabled inmates unless it can be demonstrated that such accommodation would result in an undue financial and administrative burden. Assigned inmates must be able to perform the duties of the position with or without reasonable accommodations.

The total number of inmates with Life sentences assigned to CALPIA programs at an institution shall not exceed 25 percent of the established workforce allocation per CALPIA Enterprise. This percentage will not necessarily achieve parity with the institution's yard housing these inmates or the overall institution's lifer population make up.

Exemption: Institution Wardens and/or CALPIA Administrator/Lead Managers with Life sentence populations where inmate availability deficiencies are statistically substantiated by virtue of individual missions must obtain an annual waiver authorization exempting them from the 25 percent cap from CALPIA General Manager. This authorization will allow institutions to exceed the 25 percent cap in order to provide CALPIA the necessary manpower needs.

Immigration and Customs Enforcement (ICE) Hold Inmate Workers who have not been lawfully admitted for permanent residence within the U.S. at the time of incarceration, or were not permanently residing in the U.S. as a result of the application of the provision of Section 203(a)(7) or Section 212(d)(5) of the Immigration and Nationality Act may be assigned to a CALPIA job training assignment; however, they will not be eligible to receive external accredited certificates through CALPIA. ICE Hold Inmate workers who are in the process of acquiring an external certification or have had their ICE Hold status removed through administrative proceedings will be allowed to continue and finish such external certification.

51121.4.2 Mandatory Exclusionary Requirement

Inmates serving life sentences without the possibility of parole (LWOP) **shall not** be eligible for a CALPIA assignment; unless the inmate meets the exception found in 8004(d)(4) of Title 15, Division 8. (Institutions/facilities with a population resulting in inmate worker unavailability may utilize inmates with LWOP sentences with the approval of the Warden at the institution/facility of a case-by-case basis.)

Inmates with a history of escape, **shall be** excluded from assignment to CALPIA.

Inmates with extensive history of disciplinary adverse actions, such as Rule Violation Report CDC Form 115 or disciplinary measures resulting in previous un-assignments from CALPIA must have a minimum of six (6) months of disciplinary-free conduct before being considered for a CALPIA assignment, on a case-by-case basis. The CALPIA Administrator/Lead Manager must approve and authorize each assignment.

Inmates convicted of arson, elements of arson and/or possession or use of explosive material **shall not** be eligible for a CALPIA assignment. This is due to the proximity and availability of volatile flammable chemicals and fire hazard materials associated with industrial environments.

Exemption: if the arson conviction was more than 15 years prior to the date of application, and the inmate meets all other eligibility requirements, the inmate may be placed on the CALPIA Inmate Candidate Pool (ICP).

Inmates classified as Close B Custody may be excluded from assignment to CAPLIA. Wardens may approve, on a case-by-case basis, Close B inmates to CALPIA assignments.

Inmates convicted of computer related crimes **shall not** be eligible for assignments to CALPIA clerical positions.

Inmates convicted of forgery, fraud, or embezzlement **shall not** be assigned to the CALPIA Specialty Print Plants, ensuring the integrity of confidential documents.

Inmates assigned to employment within CALPIA, pursuant to Penal Code (PC) Section 5071, **shall not** have access to personal information of private individuals.

Inmates convicted of a PC Section 290 offense **shall not** be assigned to the CALPIA optical program.

51121.4.3 Recruitment and Hiring Process

CALPIA will have the ability and discretion to recruit inmates for work/training statewide to ensure participation and success of its various programs. CALPIA Administrator/Lead Manager will coordinate efforts with Correctional Counselor III staff and/or Institution Classification Services Staff to accomplish this process.

CALPIA will make job applications (CALPIA Inmate Worker Application Form IEP-F002) available to the inmate population through the following institutional services:

- Institution Library
- Inmate Orientation
- Correctional Counselor's Office
- CALPIA Administration Offices
- CALPIA Enterprises
- Housing Units

Inmates interested in obtaining a position with CALPIA will submit completed applications for initial screening to their Correctional Counselor staff. Correctional Counselors will conduct a review of the inmates Central File (C-File) to ensure the inmate meets intake eligibility requirement as specified above. Counselors will schedule inmate to appear at an Initial/Unit Classification Committee for program review and placement into CALPIA's ICP. The Institution's Inmate Assignment Lieutenant will be responsible for maintaining the ICP and will provide a copy to the CALPIA Administrator.

CALPIA enterprise staff will interview inmates from the ICP and will conduct final selection of inmates to be assigned to a CALPIA assignment. Inmates selected should maintain parity with the institution's yard ethnic breakdown.

ICP will be prioritized as follows:

1. High School Diploma or GED
2. Enrolled in GED program
3. No Diploma/GED and not enrolled in education program

A list of successful inmate applicants shall be made available to the CALPIA Administrator by the institutions inmate assignment office.

CALPIA enterprise staff will submit the final list of successful inmate applicants for immediate assignment to CALPIA, to the institution Inmate Assignment Lieutenant via memorandum.

The CALPIA Administrator/Lead Manager shall contact the institution's Investigative Service Unit (ISU) and request a urinalysis test be conducted on newly hired CALPIA inmates within thirty (30) days. If a CALPIA inmate tests positive and is found guilty of Rules Violation Report (CDC-115) for Use/Possession of a Controlled Substance, the inmate will be immediately removed from their CALPIA assignment.

Inmates removed through this process must have a minimum of six (6) months of disciplinary/drug-free conduct with a minimum of 90 days on an institutional assignment with satisfactory work reports (CDC-101s) before being reconsidered for a CALPIA assignment.

All inmates assigned to CALPIA shall remain subject to random drug testing for as long as they are assigned by CALPIA. If a CALPIA inmate is suspected of being under the influence of a controlled substance, the Superintendent I/II will contact the Administrator/Lead Manager to arrange a urinalysis test by the Investigative Services Unit.

All inmates assigned to CALPIA will be required to complete and submit an Inmate Worker Application Form (IEP-F002) which shall be completed by the inmate worker prior to the start of employment along with an Inmate Intake Form (IEP-F003). Inmates refusing to comply with this requirement will be denied employment with CALPIA and will be removed from CALPIA.

51121.5 CALPIA Inmate Lead Position Hiring Procedures and Requirements

Each CALPIA enterprise is authorized to have one leadperson position for each industrial staff within the operation. The Prison Industries Administrator/Manager at the facility shall approve the leadperson. Functions of leadperson positions shall be related to the duties of the industrial staff justifying the

leadperson. All positions may be assigned leadperson pay. Under the direction of the CALPIA staff, the leadperson shall be expected to do much of the on-the-job training of newly assigned inmates. They shall assist in communicating to new inmate workers the staff's expectations of their work. Inmate leadpersons shall not function as assistant forepersons or supervisors and shall not be assigned control over other inmates. Their role is limited to that of training and communication.

The following procedures will be used when hiring leadpersons for all CALPIA factories:

- Post job vacancy, indicating the area(s) of responsibility, description of duties, required skills and abilities. The posting will also indicate the experience and/or education necessary to apply for the position. The position will be posted for a one-week period; the closing date will be clearly stated.
- At the closing date all applications will be reviewed and only those meeting the hiring requirements will be selected for interview. Work files and/or C-files shall be reviewed by the interviewing staff panel.
- During the subsequent interviews, a staff panel will rate each applicant's replies to a number of set questions. The questions will reflect the applicant's ability to carry out the Lead position duties, and the ability to work with others.

The most qualified applicant will be selected for the position. All lead positions will include a probation period of six (6) months.

51121.6 CALPIA Inmate Workforce Allocation Policy

The facility Prison Industries Administrators/Managers shall determine the inmate workforce allocation for each cost center within their responsibility and adjust it as necessary by the procedures listed below. An inmate workforce allocation is defined as the current need for inmate workers in a specific cost center to maintain adequate production levels in order to support the volume of sales orders and service contracts. Changes in existing inmate workforce allocation shall be submitted annually via the CALPIA fiscal year budget process.

51121.7 Establishing and Revising CALPIA Inmate Workforce Allocations

The following procedures shall be followed when establishing new or revising existing CALPIA inmate workforce allocations:

New Enterprises

Prior to the activation of a new enterprise the Prison Industries Administrator/Manager is to follow the below-listed procedures:

- Submit an inmate employment pay plan to the CALPIA Assistant General Manager, Operations Division via the Branch Managers for approval. The plan shall include the allocation of inmate workers required per shift; a listing of the pay positions designating no more than 25 percent in each of the A, B, C, and D pay categories; and the job description based on the Federal Bureau of Labor Statistics' Standard Occupational Classification (SOC) for each pay position. The inmate workforce allocation for each enterprise is to be jointly approved by (1) the Warden or designee and (2) the CALPIA Assistant General Manager, Operations Division.

Existing Enterprises

Prior to changes of existing workforce allocation of 15 percent or more, the CALPIA Prison Industries Administrator/Lead Manager will submit changes to the CALPIA Enterprise Branch Manager for approval. The plan shall include:

- The workforce allocation of inmate workers required per shift, the SOC job description for each pay position, and the justification for revising an existing workforce allocation plan.
- The inmate workforce allocation for each enterprise is to be jointly approved by (1) the Warden or their designee and (2) the CALPIA Assistant General Manager of Operations Division.
- For changes of existing workforce allocation of less than 15 percent, the CALPIA Prison Industries Administrator/Lead Manager will submit an informational copy of the change justifying the revision in the inmate workforce allocation to the appropriate Enterprise Branch Manager.
- The inmate workforce allocation for each enterprise is to be jointly approved by (1) the Warden or designee and (2) the Administrator/Lead Manager.

The following standards will be utilized when inmate workforce allocations are reduced, causing a lay off situation of inmate workers. If possible, reduction and layoffs shall be accomplished through attrition.

- Skill. Demonstrating expertise of technical skills and knowledge of a dedicated job or process in a CALPIA assignment.
- Behavior. Relationship with Others. Demonstrates ability to deal with authority figures, job supervisors, and other inmates.
- Attitude, Adaptability. Demonstrating willingness to learn, take directions, and orders.
- Work Habits. Punctuality, dependability, care of equipment, and safety practices.
- Formal Education/Training.

51121.8 Source of CALPIA Inmate Pay

Inmate workers assigned to CALPIA programs shall be paid from the Prison Industries Revolving Fund.

51121.9 Administration of CALPIA Inmate Pay Plan

It shall be the responsibility of the Prison Industries Administrator/Manager at each facility to administer the CALPIA inmate pay program consistent with the applicable laws and the details of this plan.

The Prison Industries Administrator/Lead Manager shall:

- Monitor programs to ensure that pay positions have been properly classified and allocated.
- Review and appropriately approve/disapprove all recommendations for pay decreases and changes.
- Review and appropriately approve/disapprove all recommendations for dismissal.
- This policy and procedure shall be the final arbitrator regarding disputes or interpretations of this plan.

The CALPIA inmate wage rates and any proposed changes shall be submitted to the Prison Industry Board (PIB) for review.

Job descriptions shall be developed based on the Federal Bureau of Labor Statistics’ SOC system for each inmate work position. Each job description will establish the minimum acceptable standards of participation and performance.

The inmate shall sign and be given a copy of the job description, indicating acceptance of the conditions of employment.

Staffing tables shall be prepared in accordance with inmate assignment workforce allocations and submitted to CALPIA Central Office for approval.

51121.10 CALPIA Inmate Pay Schedule

Hourly wage rates shall be determined and maintained by the General Manager and published by the CALPIA.

All CALPIA inmate positions are to be assigned to one of the following levels:

Hourly Pay Schedule			
Title	Step I	Step II	Step III
Leadperson (AA)	\$.75	\$.85	\$.95
Special Skills (A)	.65	.70	.75
Technician (B)	.55	.60	.65
Semi-Skill (C)	.45	.50	.55

Laborer (D)	.30	.35	.40
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For each enterprise, the percentage of the inmate work force in each skill level may not exceed the following:

Leadperson (AA)/Special Skills (A)	25 percent
Technician (B)	25 percent
Semi-Skill (C)	25 percent
Laborer (D)	25 percent

Depending on actual inmate assignment turnover rate, the C and D pay categories may exceed the 25 percent payroll allocation. This is permissible as long as the C and D combined totals do not exceed 50 percent of payroll.

51121.11 Movement Between and Removal From CALPIA Pay Rates and Skill Levels

Movement between one pay rate to another pay rate shall be based upon a combination of factors including, but not limited to, the following:

- The written recommendation of the supervisor showing cause for reduction of the inmate's pay. The following document(s) and justification reflecting below standard performance, misbehavior or "A" days is required in support of this written recommendation.
- The documentation of the inmate's accumulated work history as reflected on a CDC 101, Work Supervisor's Report.
- General Chrono, CDC Form, 128-B, Custodial Counseling Chrono, Form 128-A and/or Rules Violations Report, CDC 115.
- Inmate Work Supervisor's Log, CDCR Form 1697, which reflect absent without leave "A" day.
- Raises or reductions in an inmate's pay shall be based on the work supervisor's recommendation and the inmate's work/training performance reports and disciplinary reports.
- Pay increases shall not be automatic or based on the inmate's longevity in an assignment.

Workers in each skill level may be advanced to the next step within a skill level only after three months of satisfactory performance, or advanced from one skill level to the next only after one month of satisfactory performance, upon the recommendation of the supervisor, and if there is a vacant pay position available. The pay increase shall be effective on the first day of the following month in which the pay increase is implemented following approval by the Prison Industries Administrator/Manager. Less than satisfactory performance may result in a reduction in the hourly wage rate with the submission of a CDC Form 128-B-1, Classification Hearing Request/Notice Form, and a CDC Form 101, Work Supervisor's Report, stating the reason for the reduction in pay.

Inmates approved for advancement to a higher skill level shall enter the new classification pay grade equal to or greater than their present pay grade in the lower skill. For example, an inmate in the semi-skilled classification receiving an hourly wage of \$0.50 who advances to technician shall receive not less than \$0.55 or more than \$.65 per hour. Longevity shall not be used as a standard for the purpose of upgrading skill level.

Inmates removed from their CALPIA assignment for reasons beyond their control, for example; out-to-court or lengthy hospital stays, may, via the committee process, return to a CALPIA assignment at the same or closest level of pay to their former position if available in accordance with DOM section 53130.9.2.2.

51121.12 CALPIA Employment Dismissal

An inmate's pay rate shall not be reduced nor will the inmate be removed from pay status except based on the supervisor's recommendation, below standard or less than satisfactory work performance, or inmate misconduct as described in Title 15, California Code of Regulations, Division 3, Sections 3312, 3314, or 3315.

When the dismissal is for misconduct, including willful refusal or failure to work as directed, a CDC Form 101, Work Supervisors Report, shall be prepared and submitted to the factory superintendent for review and approval.

- The following document(s) and justification reflecting below standard performance, misbehavior or “A” days is required in support of this work history.
- CDC Form 128-B, General Chrono, CDC Form 128 A, Custodial Counseling Chrono, and CDC Form 115, Rules Violation Report.
- Inmate Work Supervisor’s Log, CDC Form 1697 which reflect absent with out leave “A” day.

The CALPIA Administrator/Lead Manager will review for proper justification and approve the applicable above written documentation. If denied all documentation will be returned to factory Superintendent. Upon approval CALPIA Administration will generate a CDC Form 128-B-1, Classification Hearing Request/Notice, and submit to Facility Classification Committee for removal of inmate from CALPIA work program. The CALPIA Administrator/Lead Manager or designated Superintendent will be required to attend the Facility Classification Committee hearing. The CALPIA representative will assist the Committee by providing any additional information and/or testimony that may be required to remove the inmate from his/her CALPIA assignment.

The inmate shall be placed on “S” time in accordance with CCR Title 15 Section 3045.3, with the approval of the CALPIA Administrator/Lead Manager, pending the outcome of the disciplinary process. A finding of guilty to the charge may be accepted as authority for dismissal and/or reduction of the inmate's pay rate to the lowest CALPIA pay number, notwithstanding any other penalty imposed at the disciplinary hearing.

The CDC Form 128-B, General Chrono, requesting that the inmate be placed on “S” time should as an example contain the following verbiage; “Due to the seriousness of the rules violation and the security risk posed to CALPIA and the institution and because of the inability to maintain constant supervision of this inmate on the job site during an entire work shift, inmate (inmate name) is deemed a security risk to CALPIA and the institution and shall remain on “S” time pending the adjudication of the CDC Form 115, Rules Violation Report”. (Attach the rough copy of the CDC Form 115 to the CDC Form 128-B).

Any inmate unassigned from CALPIA for disciplinary cause will be ineligible for reassignment to another CALPIA enterprise. If after six months of disciplinary free behavior and a positive CDC Form 101, Work Supervisors Report, from a work assignment other than CALPIA, an inmate may be eligible for reassignment. The reassignment shall require the approval of the CALPIA Administrator/Lead Manager.

51121.13 Activities for Which CALPIA Inmate Pay Is Authorized

CALPIA inmates shall be paid for the following activities only:

- Productive work.
- Actual work time.
- Tool check-in/check-out (15 minutes twice per day).
- Clean-up (15 minutes twice per day).
- Official break times.
- Management approved job-related trade training during a portion of the regular workday.

CALPIA inmates shall **not** be paid for the following:

- State holidays.
- Time lost due to job related illness or injury.
- Late release by custody.
- Shower time, unless required by job description.
- Lunch breaks.

51121.14 CALPIA Inmate Performance Appraisals

Mandatory quarterly performance grading shall be submitted by the inmate's immediate supervisor on CDC Form 101 for the following standards:

- Demonstrated skill and knowledge.

- Observed work habits.
- Attitude toward fellow inmates, staff, and the job.
- Learning ability, awareness of new procedures and methods, alertness, and perseverance.
- Quality of work.
- Quantity of work.
- Care and use of tools and equipment.
- Recommendation for step increase in authorized pay.

Receiving an unsatisfactory CDC Form 101 and a CDC Form 128-B-1 shall be authorization for reduction in pay rate and/or position, demotion, or termination by referral to the facility classification committee for program change.

51121.15 CALPIA Assignments for Transferred Inmates

Former CALPIA inmates transferring from other facilities may be placed in the skill level, which is appropriate for the position desired if the inmate stays in the same trade area provided they demonstrate the skills deemed necessary for appointment during the ninety (90) days at the probationary D1 rate. Inmates may be placed at an equal level to the work assignment previously held at the sending facility, when a position becomes available, but such placement is not guaranteed. This placement remains subject to the availability of a position and other requirements as set forth in DOM subsection 51121.4.

51121.16 CALPIA Inmate Timekeeping Procedures

All CALPIA inmate workers' time shall be initially recorded by time clocks on timecards. All punching of timecards shall be under the direct supervision of a civil service employee. Timecards shall be maintained in secure locked containers when not in use. The inmate's supervisor shall be responsible for verifying and certifying by initialing the timecard before its submission for payroll preparation.

Time records shall be consolidated on a summary form, initialed by the supervisor, and signed by the Prison Industries Administrator/Manager.

If an inmate is reassigned during the pay period, the work supervisor shall complete the timecard and turn it in to the timekeeper.

All appropriate facility timekeeping forms approved by the Prison Industries Administrator/Manager, supported by the timecard, shall be forwarded to the facility accounting office immediately after the close of the pay period. Central Office timekeeping forms are to be forwarded to Operations Division, who will then forward to Accounting Services.

Payrolls shall be prepared from the approved information. One copy shall be retained by the facility Prison Industries Administrator's/Manager's office and the original shall be forwarded to the CALPIA facility accountant, who must call the total inmate pay amount to Central Office Accounting Services and prepare the accounting entry which distributes the costs by enterprise.

51121.17 CALPIA Inmate Payroll

On a monthly basis, the facility accounting office, after auditing the summary form, shall prepare a separate inmate payroll on CDC Form 190 for each fund from which inmate wages are to be paid.

The original copy of CDC Form 190 is to be submitted to the CALPIA Accounting Office, Revenue Unit, and the duplicate is to be retained by the facility accounting office.

Immediately upon preparation of payrolls, earnings shall be credited to inmates' trust accounts. CALPIA will issue a revolving fund check to be deposited in the inmate trust fund in an amount equal to the total of all payroll. Payroll claims schedules shall be prepared so that the State Controller's Office reimburses the Prison Industries Revolving Fund.

51121.18 CALPIA Inmate Attendance

One hundred percent attendance is expected of all inmate workers.

Inmates shall report to their place of assignment at the time designated by the facility's schedule of activities and as instructed by their work supervisor. Inmates shall not leave an assignment without permission to do so. Unauthorized absences shall not earn pay or time credits and may be grounds for dismissal from

CALPIA employment. On an emergency basis, inmates shall be required to work overtime at the direction of the Prison Industries Administrator/Manager or designee.

ETO may be utilized as described in CCR Section, 3045.2 Excused Time Off.

51121.19 Security of Timekeeping Forms

The time clock timecards are considered legal documents. These forms shall be maintained under lock and key, and no inmate shall have access. The accuracy of timekeeping is paramount, and industrial supervisors shall be held responsible.

Each employee who is responsible for supervising an inmate in an approved pay position shall keep a continuous daily record of the actual hours worked as stated in DOM subsection 51121.16.

At the end of each calendar month, the employee shall complete the forms, sign the required certification as to the accuracy of the working time stated, and submit them to the facility Prison Industries Administrator/Manager or designee.

In accordance with local procedures, the appropriate form shall be delivered to the records office for recording of "A" time only.

Entries on the timecard shall be made for each day the inmate is assigned. If assigned less than the full month, a diagonal line must be drawn through the unassigned dates. On the first day of work, show assignment. Show the reason for leaving the assignment. The following symbols and the appropriate number of hours for each shall be used by the work supervisor to record the inmate's work day. Each day must reflect time for a full-day or half-day as appropriate.

X	WHEN INMATE IS ON THE JOB
A	WHEN INMATE IS ABSENT AND UNEXCUSED FROM ASSIGNMENT
R	WHEN INMATE IS ON REGULAR DAYS OFF.
H	STATE HOLIDAY.
S	WHEN INMATE IS UNABLE TO REPORT TO WORK BY ORDER OF THE PRISON ADMINISTRATION. (For example: lockdown; supervisor absent, out-to-court as witness for the State or on subpoena; pre-release/transfer checkout).

Upon inmate transfer, parole, or reassignment, it shall be the responsibility of the work supervisor to immediately forward to the division head completed timecards for signature and transmittal to the records office if "A" time is present.

51121.20 Revisions

The General Manager, CALPIA, or designee shall be responsible for ensuring that the contents of this section are kept current and accurate.

51121.21 References

PC § 2801, 2806 and 2811.

LC § 1182(b).

Federal Bureau of Labor Statistics' Standard Occupational Classification System.

CCR (15)(3) § 3044.

CCR (15)(8) § 8004-8004.4; 8006